

1 June 1999



Personnel

**OUTSTANDING SENIOR NCO, NCO, AIRMAN,
AND FIRST SERGEANT OF THE YEAR**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 419 FW/CCC (CMSgt Marva F. Harper)

Certified by: 419 SPTG/CD (Lt Col James D. Robinson)

Supersedes 419 FWI 36-2801, 13 October 1996

Pages: 12
Distribution: F

This instruction defines policies and procedures governing the Outstanding Senior NCO, NCO, Airman, and First Sergeant of the Year Award Program for the wing. It implements AFRPD 36-28, *Award and Decorations Programs*. This instruction is applicable to all enlisted personnel assigned to the wing.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Responsibilities of the Wing Commander:

- 1.1. Approves nominations received from subordinate commanders.
- 1.2. Approves subordinate unit awards program.
- 1.3. Announces winners at local awards banquet.
- 1.4. Signs letter to award winners and nominees if required.
- 1.5. Ensures appropriate suspense dates are met.
- 1.6. Directs preparation of nomination packages for forwarding to next level of recognition (NAF, AFRC, etc.).
- 1.7. Notifies the Public Affairs Office, and any others considered advisable and appropriate, of the selection for the Outstanding Senior NCO, NCO, Airman, and First Sergeant of the Year.

2. Responsibilities of the Military Personnel Flight:

- 2.1. Quality reviews the nominations and forwards to higher headquarters.

3. Responsibilities of Public Affairs:

- 3.1. Ensures selectees, along with a short biography, are recognized in the wing newspaper, Heads up. Assists detached groups in accomplishing similar recognition in local publications.
- 3.2. Affords selectees an opportunity to complete a hometown news release.

4. Responsibilities of the Command Chief Master Sergeant:

- 4.1. Notifies unit and group commanders about upcoming award suspense dates. **Attachment 1.**
- 4.2. Designates local selection board members.
- 4.3. Coordinates development of interview questions.
- 4.4. Coordinates wing level board for selection of nominees to be forwarded to AFRC.
- 4.5. Ensures quality nomination packages are forwarded to higher headquarters.
- 4.6. Coordinates wing commander's communications (prepared by wing commanders office) for letters to winners.
- 4.7. Prepares Certificate of Recognition for the selected reservists.
- 4.8. Processes wing plaques including appropriate inscriptions for the selectees.
- 4.9. Coordinates annual recognition banquet.

5. Responsibilities of Operations Group, Logistics Group, and Support Group Commanders:

- 5.1. Approves nominees for referral to next higher level.
- 5.2. Establishes and conducts group selection boards and nominates winners to next higher level. Ensures that selection board equitably represents all subordinate units. (Selection board guidelines in **Attachment 2** and Selection Criteria in **Attachment 3**.)
- 5.3. Approves nominations from the squadron/flights.
- 5.4. Notifies unit commanders of successful nominee.
- 5.5. Ensures compliance with established suspense dates.

6. Responsibilities of Squadron/Flight Commander:

- 6.1. Develops and implements an effective unit recognition program.
- 6.2. Designates selection board members.
- 6.3. Approves recommendations of selection board and forwards to higher level.
- 6.4. Prepares quality nomination package, which includes official photos for all group level nominees. The two photos 8 X 10 color (Bust Shot) will be an official military photo. Member will be in service coat with appropriate decorations and badges.
- 6.5. Promotes and encourages participation in this program and other forms of recognition. Personally encourages nominees for each category.
- 6.6. Ensures nominees conform to and represent all Air Force standards.

6.7. Meets established suspense dates.

6.8. Conducts quality review of each package prior to forwarding to next level.

7. Nomination Packages Suspense Dates. Units forward nomination packages to squadron commanders not later than 31 October annually. Squadrons forward nomination packages to groups not later than 30 November annually. Group nomination packages to Command Chief Master Sergeant not later than 30 December annually.

7.1. Nomination Packages will include:

7.1.1. Nomination cover letter. Attachment 4.

7.1.2. Nomination justification. Attachment 5.

7.1.3. Standard biography and Statement of Intent. Attachment 6.

8. Wing Selection Board. Consists of three CMSgts and one colonel as a minimum.

F.C. WILLIAMS, Col, USAFR
Commander

Attachment 1**SAMPLE NOTIFICATION COVER LETTER**

MEMORANDUM FOR All 419 FW UNIT COMMANDERS

FROM: 419 FW/CCC

SUBJECT: Selection of Outstanding Senior NCO, NCO, Airman, and First Sergeant of the Year

1. The wing selects the Outstanding Senior NCO (E-7 through E-9), NCO (E-4 through E-6), Airman (SRA and below), and First Sergeant of the Year to be presented at the appropriate recognition opportunity. Nominate one Senior NCO, one NCO, one Airman, and one First Sergeant (if applicable) for this honor and forward their names to your group commander by close of business on Sunday of the November main UTA. If there is no nominee for any of the awards, you must notify the command chief master sergeant by the above suspense date.
2. Selection criteria is shown in 419 FWI 36-2801 attachments 3, 5 and 6.
3. The command chief master sergeant will notify the candidates of the place, time, and date they are scheduled for a personal interview with the wing board.

//Signed//

SIGNATURE BLOCK

Command Chief Master Sergeant

cc: 419 FW/CC

CV

CCE

Attachment 2**SELECTION BOARD GUIDELINES**

A2.1. Selection boards are recommended at each level of the wing and serve to allow evaluation from Senior NCOs and the nominee's peers. The boards also serve as a learning tool and provides experience for junior enlisted members. The board chairperson takes particular care to ensure that non-meritorious factors are eliminated, and packages are free from discrimination based on sex, age, religion, or other prohibited factors. Squadron selections are held in November. Packages are to be forwarded to group commanders for the group selection board in December. The wing board is in January.

A2.2. The tasks of the selection board are as follows:

A2.2.1. When indicated, the board also meets for the purposes of training board members and for reviewing evaluation procedures.

A2.2.2. Meets to review written nominations and to begin the process of personal interviews with nominees.

A2.2.3. Complete an evaluation worksheet for each nominee.

A2.2.4. Equitably represents all subordinate units. In so far as possible, membership should reflect the general composition of the subordinate units.

A2.2.5. Determines best candidate for each category (Senior NCO, NCO, Airman) and recommends selection to unit commander.

A2.2.6. Determines questions appropriate for personal interview.

A2.2.7. Promotes goals and objectives of awards program and encourages nominees.

A2.2.8. Conducts personal interviews of each candidate using predefined questions.

A2.2.9. Maintains confidentiality of board proceedings and selection results.

A2.3. Chairperson:

A2.3.1. Conducts the selection board meetings, including maintaining records, assembling data and reporting to the unit commander.

A2.3.2. Ensures fairness and equity in the selection process.

A2.3.3. Eliminates non-merit issues from board proceedings and votes only in case of a tie.

A2.4. Board members:

A2.4.1. Wing board members:

A2.4.1.1. Wing Vice Commander or colonel (0-6) (if available).

A2.4.1.2. CMSgts or Senior NCO representing subordinate units equitably, ART, and non-ART population.

A2.4.2. Operations Group, Logistics Group, and Support Group Board Members:

A2.4.2.1. Officer (chairperson).

A2.4.2.2. CMSgts or Senior NCO representing subordinate units equitably.

A2.4.2.3. Senior NCOs.

A2.4.2.4. Where possible, prior years winners from each category.

A2.4.3. Squadron/flight board members:

A2.4.3.1. Commander or another officer (chairperson).

A2.4.3.2. CMSgt or Senior NCO.

A2.4.3.3. Where possible, prior years winners from each category.

A2.5. Unit commanders are encouraged to ensure the maximum use of "Top Three" or Senior NCO personnel in the make-up of their selection boards, especially at the squadron and group level. This is particularly important as a development tool for preparing NCOs for higher level assignments.

Attachment 3**SELECTION CRITERIA**

A3.1. This program honors outstanding airmen for a 12-month period. Do not include any information concerning nominee that did not occur during the current calendar year. Only those nominees who indicate they intend to continue their Air Force Reserve service for a minimum of two years can be considered for further nomination as one of the 12 Outstanding Airman of the Air Force.

A3.2. Selection is based on a combination of the following:

A3.2.1. Leadership and job performance in primary duty. Nominees must have contributed significantly to increase mission effectiveness during the past 12 months.

A3.2.2. Significant self-improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc.

A3.2.3. Leadership in social, cultural or community activities which contribute to the community, group welfare, or morale.

A3.2.4. Any other accomplishments which distinguish the airman from others of equal or higher grade.

A3.2.5. Air Force or civilian awards, prizes, titles, certificates of appreciation, etc., in recognition of personal service or contributions made to military and/or civilian community life. (Do not attach copies of these documents to the nomination.)

A3.2.6. Demonstrates ability as an articulate representative for the Air Force.

A3.3. Submit one complete nomination on AF Form 1206, **Nomination for Award**. Nomination should be in the following format:

A3.3.1. Letter of nomination signed by unit commander.

A3.3.2. Use talking paper or point paper format (short, bullet statements or key points). Do not use running narrative and do not use punctuation at the end of statements. Limit to front and back of AF Form 1206. Ensure second page is printed head to head.

A3.3.3. Biography of nominee limited to one typed 8-1/2 X 11 page, single spaced.

A3.3.4. Signed statement of intent verbatim. Attachment 6.

A3.3.5. Two 8 X 10 color photos (bust shot). Photo will be official military photograph. Member will be in service coat with all decorations and badges.

A3.3.6. Current DECOR 6 to verify accurate information.

A3.3.7. Suggested recommendations for wing commanders signature.

A3.3.8. A 1.44 MB disk containing completed AF Form 1206, and individual biography in Word.

NOTE: The narrative justification in bullet format must contain specific facts and examples which clearly show that the nominee is exceptional and has accomplished something which distinguishes the nominee from their peers. The biography will contain name, grade, SSAN, AFSC, job title, brief descrip-

tion of duties, significant previous assignments, schools attended and degrees earned, and current mailing address.

Attachment 4

SAMPLE NOMINATION COVER LETTER

MEMORANDUM FOR 419 FW/CC

FROM: Unit Commander

SUBJECT: Nomination for Outstanding (Airman/NCO/Senior NCO) of the Year

I nominate SRA John Q. Doe for the Award of Outstanding (Airman/NCO/Senior NCO) of the Year.

//Signed//

SIGNATURE BLOCK

Attachments:

1. General Information Sheet (Original and 9 copies)
2. Biography (Original and 9 copies)
3. Statement of Intent
4. DECOR6 (2 copies)
5. Official Photo
6. Recommendation from wing commander (2 copies)
7. A 1.44 MB disc (containing completed AF Form 1206 and Individual biography)

Attachment 5**SAMPLE NARRATIVE JUSTIFICATION FOR AF FORM 1206**

NOTE: Limit write up to front and back of AF Form 1206. Ensure second page is printed head to head.

1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

Describe in detail how member contributes significantly to increased mission effectiveness during the evaluation period.

2. SIGNIFICANT SELF-IMPROVEMENT:

Show improvement through off-duty education, achievements in professional or cultural societies/association, and/or development of creative abilities during the evaluation period.

3. LEADERSHIP QUALITIES (SOCIAL, CULTURAL, AND COMMUNITY ACTIVITIES):

Show how member contributed to the military or civilian community's welfare, morale, or status during the evaluation period.

4. OTHER ACCOMPLISHMENTS:

The nature and results of the member's other accomplishments must set the nominee apart from others of equal or higher grade.

5. AWARDS (PRIZES, TITLES AND SO FORTH):

List the name of award (AF, civilian) received, date awarded, and a very brief description.

6. ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE RESERVE:

Must have demonstrated ability as an articulate and positive enlisted member of the Air Force Reserve during the evaluation period.

NOTE: Be Specific:

1. Write up using talking paper or point paper format (short, bullet statements or key points)
2. Do not use running narrative and do not use punctuation at the end of statements
3. Indicate and use data from 1 Jan – 31 Dec of current calendar year.
4. Document exact number of credit hours earned, dollars saved, etc.
5. Be careful not to overuse words.
6. Don't use hollow statements, i.e., always wins boards, graduated in top 10%.
7. Don't repeat information.
8. Explain acronyms and terms.
9. Avoid words such as countless, several, pursuing, enrolled.

Attachment 6**SAMPLE STANDARD BIOGRAPHY FORMAT/SAMPLE STATEMENT OF INTENT****SAMPLE STANDARD BIOGRAPHY FORMAT:**

SENIOR AIRMAN JOHN Q. DOE

AFSC: 3A050, INFORMATION MANAGEMENT SPECIALIST

Senior Airman John Q. Doe is an Information Management Specialist assigned to the 419th Support Group, Hill Air Force Base, Utah. He is 27 years old.

Airman Doe was born in Lexington, Kentucky, on June 29, 1966. He attended Central High School and excelled across the entire spectrum of school activities. As a three year football letterman, his exceptional performance earned him the team's coveted Patterson Award for spirit, dedication, and leadership on and off the field.

After graduating from high school in 1984, Airman Doe was locally employed and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 1986 and was called to active duty in 1987.

On completion of basic military training at Lackland Air Force Base, Texas, Sergeant Doe began technical training as an Information Management Specialist at Keesler Air Force Base, Mississippi, where he was an honor graduate (December 1987). He was then assigned to Hill Air Force Base, Utah, and began on-the-job training for his five skill level.

Airman Doe is married and actively participates in the local church where he serves as youth counselor. He was selected as the 419th Support Group Outstanding Airman of the Month and subsequently for the year in 1993. He was the recipient of the Air Force Achievement Medal and has received many prizes and awards for his civic involvement.

NOTE: Limit biography to one single-spaced typewritten page, send an original and 9 copies.

SAMPLE STATEMENT OF INTENT:

Date

The statement will read verbatim:

I, John Q. Doe, Senior Airman, intend to remain in the ready reserve for a minimum of two years.

"I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as on the (current years) 12 OAY" and "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

//Signature//

JOHN Q. DOE, SrA, USAFR